

# Using Printers at Warner Pacific

How can you print a document?

- Download document to your desktop
- Go to <http://printers.warnerpacific.edu>
- Enter your USERNAME and PASSWORD

**Part 1:** Click on "SUBMIT A JOB"

**Part 2:** Choose the printer based on your location

Library: **printers\LIB Copier KM454 BW**

Computer Lab: **printers\AFG 24-hr Lab HP3015 BW**

**Part 3:** Upload documents and click on "Upload and Complete"

- Drag documents from the desktop

Note: You have \$2.00 in your account to start. To add credit, click on "Add Credit"

→ Use information from your PayPal account

